

Access Information: Building, Offices, Laboratories

Building Access

- The general office areas of the CAES facility are open to visitors during business hours, 6:00 a.m. to 6:00 p.m., Monday through Friday.
- Security badges are not required.
- After completion of CAES Orientation, each CAES resident is provided with a CAES Access Card that enables them to access the facility on off-hours.
- CAES Access Cards and office keys are available through the CAES Administrator. Contact Donna Wuthrich at (208) 526-1784, CAES office C224.

Office Access

- Each resident assigned to a hard-wall office receives one door key.
- ISU office key policy:
 - Prohibits unauthorized use of keys
 - Prohibits the duplication of keys
 - Prohibits the transfer or loan of keys
 - Requires key holders to sign for their key
 - Requires key holders to maintain possession of their key
 - In the event a key or a CAES Access Card is lost, the responsible resident must:
 - Send an email message to the CAES Administrator and to eakilewi@isu.edu within 2 hours, including the resident's name, key room number, and the time, place, and circumstances of the loss.
 - Immediately report the key loss to ISU Public Safety at (208) 282-2515.
 - Request a replacement key through the CAES Administrator.
- Upon leaving CAES, residents must return keys to the CAES Administrator who coordinates final disposition with ISU Public Safety (Samuel H. Bennion Student Union Building, 1784 Science Center Drive, 1st Floor).

Laboratory Access

- Normal Laboratory hours are from 8:00 am to 5:00 pm, Monday through Friday. You must have prior approval from the CAES Safety Officer, Lab Lead, and PI to work off hours.
- After completion of CAES specific Laboratory training, including a walk through with the appropriate Laboratory Lead(s), your CAES Access Card will be enabled to allow you access to the Lab(s) you will be conducting research. The request for enabling access to the appropriate Lab(s) will be initiated by the Lab Lead(s) at his/her discretion.

CAES Access Policy

Who	When	Where	
		CAES Public Areas	CAES Laboratories
CAES Access Card Holders	Regular Hours	Unescorted Access	Unescorted Access ^a : <ul style="list-style-type: none"> Core lab training required Lab Lead and/or Project PI endorsement required
	Off Hours	Unescorted Access	Unescorted Access granted on a case-by-case basis by Lab Lead and Project PI ^b
Visitors	Regular Hours	Unescorted Access	Escorted access with qualified CAES access card holders ^c
	Off Hours	Escorted Access	Escorted access: Lab Lead and/or Project PI endorsement required ^d
Tours ^e	Anytime	Escorted Access	Escorted access: Lab Lead and/or Project PI endorsement required ^f

^a. Lab Leads and Project PIs set the core lab training for each CAES laboratory based on current hazards and mitigation strategies.

^b. Lab Leads and Project PIs consider the nature of the work, associated risks, and whether or not requestors work alone or with partners when granting off-hours, unescorted access privileges.

^c. Escorts coordinate in advance with Lab Leads and Project PIs to insure that visitors can be accommodated. For instance, certain business sensitive or export controlled work may require shielding, or, PPE may be required.

^d. Escorts request after-hours visitor access at least one business day in advance.

- e. Tours may range from a few prospective customers to a class of 20 or more students. Escorts may request assistance from the CAES Director's Office in providing a formal overview of CAES or support in managing larger groups. Call Donna Wuthrich (208) 526 1784.
- f. Lab Leads and Project PIs may prefer several days notice before accommodating larger tours, escorts should plan accordingly.